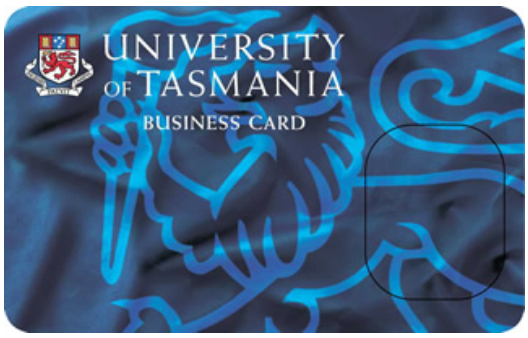
Business Card Management System (BCMS)

User Guide - Version 3



Financial & Business Services contact details:

Phone: 6324 3780 (external) 3780 (internal)

Facsimile: 6324 3736 (external) 3736 (internal)

Email: Credit.Cards@utas.edu.au

URL: https://bcmsprod.admin.utas.edu.au/icms-servlet/icms

Contents

Overview of BCMS Usage 3

Notification of transactions to be submitted 4

BCMS Login 4

Password Change 4

Welcome Message 5

Claim List 6

Transaction Status 7

Comparison of functions for Quick Coding and Coding Screen 7

Quick Coding 8

Claim Details 9

Coding Screen 10

Splitting Transactions 12

FBT Wizard 14

Reset Coding on a Submitted Transaction 18

Disputed Transactions 20

Special Features - Favourites 22

Printing and Viewing Previous Claims 23

Authorising Transactions 24

OVERVIEW OF BCMS USAGE

- BCMS has been designed to make the job of coding your business card statements as simple as possible.
- Coding a statement is a matter of a few button presses; even complex coding like FBT has been simplified with the use of a wizard.
- The cardholder or delegate submits transactions to the Authoriser electronically online.
- BCMS allows statements to be printed so they can be sent to Financial Services along with the original tax invoices and receipts.
- Authorised transaction data from the BCMS is uploaded into Technology One Financials daily.
- Information in relation to business card transactions has more detailed and meaningful descriptions.

Business Card Period:

The monthly cycle will begin on approximately the 19th of every Month

An email is sent to notify cardholders and delegates the new period is open

↓

Log on to the BCMS

↓

Transactions are received daily from the CBA throughout the month

Search for transactions

↓

Begin coding and submitting the transactions

↓

Cardholders submit any uncoded transactions

Submit any remaining transactions on the current and prior periods for authorisation

↓

Authorisers approve submitted transactions

↓

Authorisers approve submitted transactions

Once all transactions have been submitted send the signed and dated Business Card Claim Form together with supporting documentation to Financial Services

↓

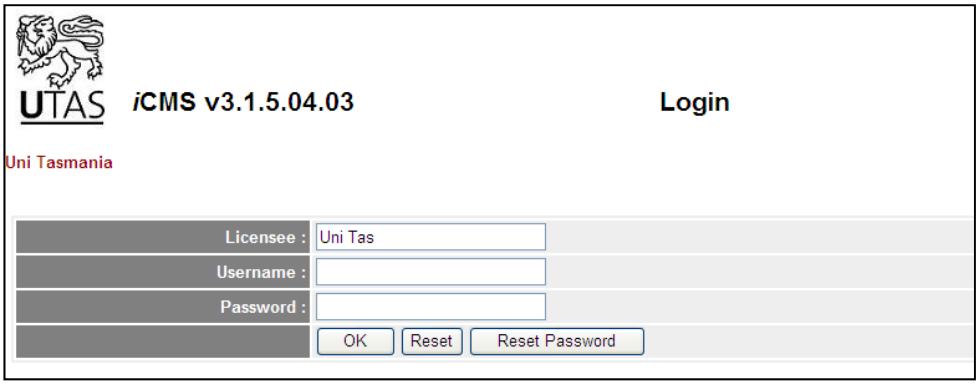
Authorised data is uploaded into Technology One daily

NOTIFICATION OF TRANSACTIONS TO BE SUBMITTED

Once the period is open an email will be sent to cardholders, delegates, and authorisers advising that the last file of transaction data for the month has been received from the Commonwealth Bank and imported into the BCMS. Cardholders should then log on to the BCMS and submit any remaining transactions for approval.

BCMS Login

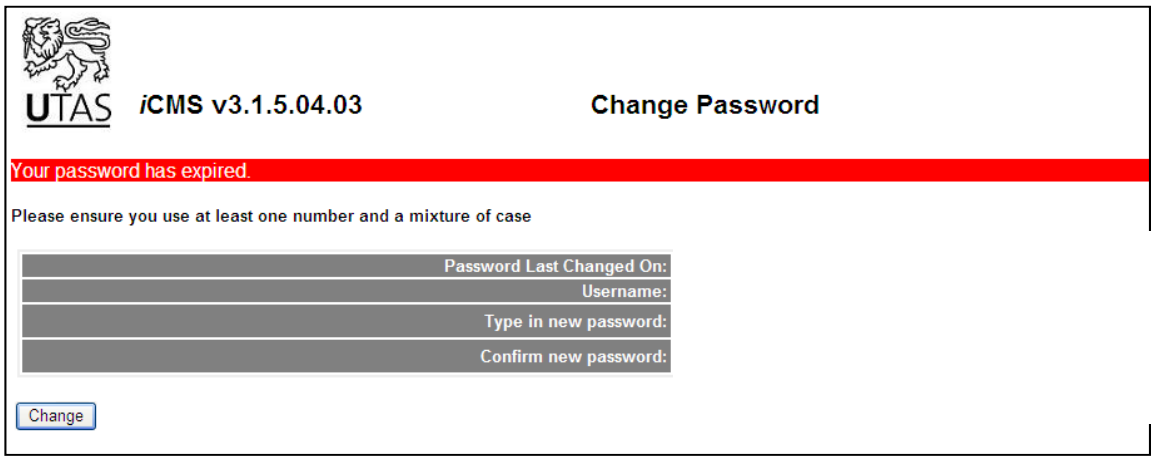
Log into the production version using an Internet browser.
The URL is https://bcmsprod.admin.utas.edu.au/icms-servlet/icms. At the BCMS "Login" screen, type in the username and password. The licensee is Uni Tas and your user name is the same as your POP account.



Password Change

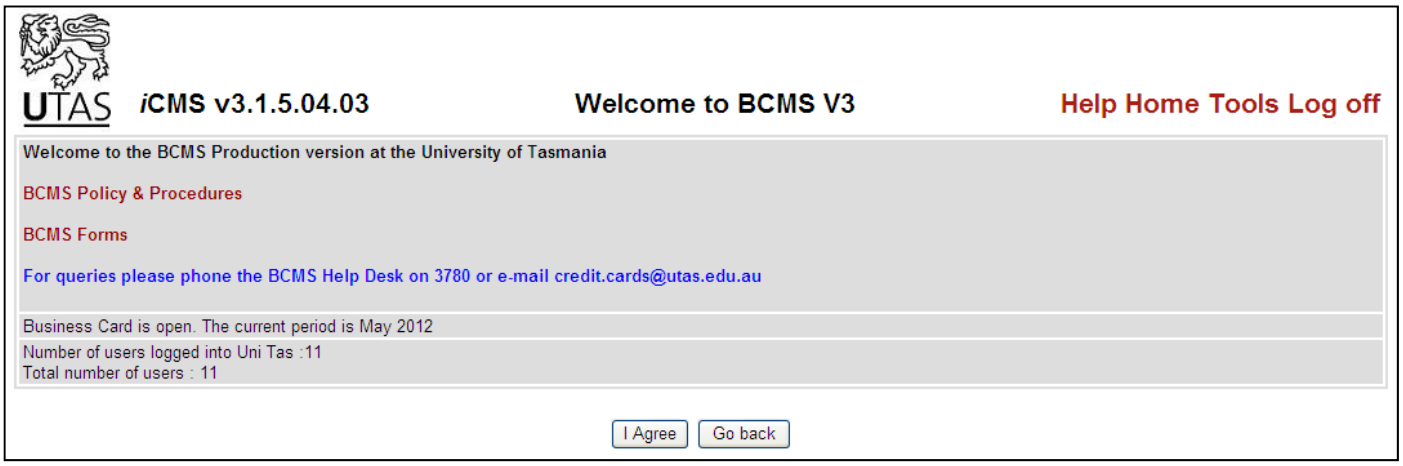
Note if this is the first time you have logged onto the system, you will be prompted to change your password. You will also be prompted to change your password every 90 days. If you forget your password please click on the "Reset Password" button on the Login screen. A temporary password will be emailed to you.

Passwords must be at least six characters in length. Also ensure you use at least one number and a mixture of upper and lower case.



Welcome Message

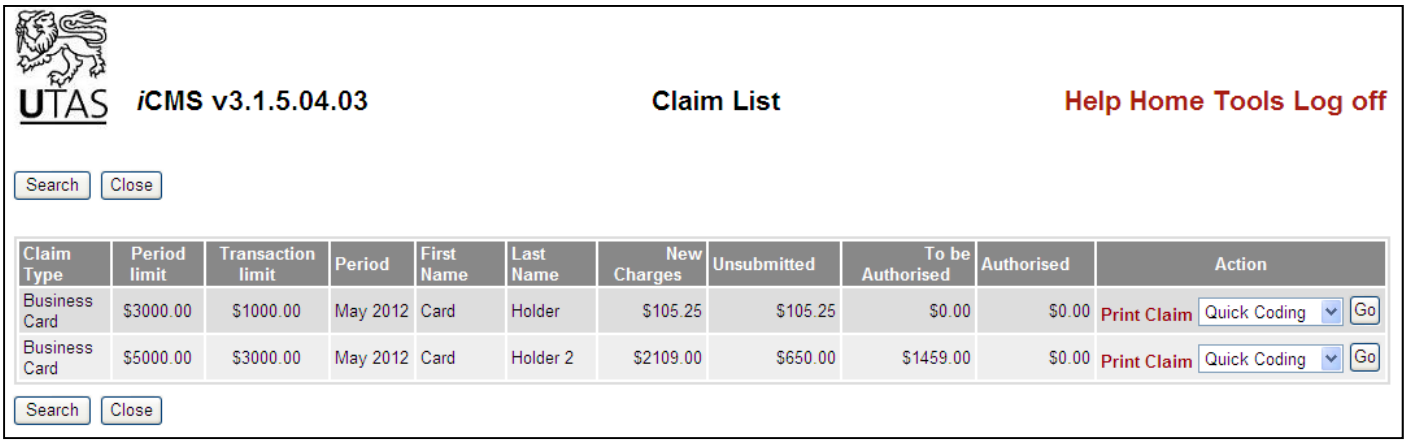
The first screen that will appear when you successfully log into the coding module is the “Messages” screen. This screen contains important messages about the current period and how many people are currently logged into the BCMS. An example of the Message screen is shown below.


UTAS
iCMS v3.1.5.04.03
Welcome to BCMS V3
Help Home Tools Log off
Welcome to the BCMS Production version at the University of Tasmania
BCMS Policy & Procedures
BCMS Forms
For queries please phone the BCMS Help Desk on 3780 or e-mail credit.cards@utas.edu.au
Business Card is open. The current period is May 2012
Number of users logged into Uni Tas :11
Total number of users : 11
I Agree
Go back

To move to the next screen click on I Agree .

Claim List

The Claim List screen provides a summary of any open claims for the person logged in and any employees that the user may have a relationship with (either as a delegate or authoriser). An open claim contains one or more transactions that have not yet been exported to Technology One.


UTAS
iCMS v3.1.5.04.03
Claim List
Help Home Tools Log off
Search
Close
Claim Type | Period limit | Transaction limit | Period | First Name | Last Name | New Charges | Unsubmitted | To be Authorised | Authorised | Action
Business Card | $3000.00 | $1000.00 | May 2012 | Card | Holder | $105.25 | $105.25 | $0.00 | $0.00 | Print Claim | Quick Coding | Go
Business Card | $5000.00 | $3000.00 | May 2012 | Card | Holder 2 | $2109.00 | $650.00 | $1459.00 | $0.00 | Print Claim | Quick Coding | Go
Search
Close

The functions available on the claim list screen are summarised in the table below:

Function	Purpose
Search	Allows you to search for a previous month's claim, or, authorisers to search for a cardholder's statement.
Close	Takes you back to the previous screen.
Show Claims: 1 - 50 Go	Allows you to select the next range of claims in groups of twenty from the drop down list. Select the desired grouping then click on the "Go" button.
Print Claim	Clicking on the "Print Claim" link under the "Action" column opens the Business Card Claim Form in a separate window.
Action Quick Coding Go	Allows you to select the next screen mode from the drop down list "Quick Coding", "View" or "Coding Screen" then click on the "Go" button.
Quick Coding Go	Use this screen only to code to your default project. Coding in this mode is by selecting items from a drop down list.
View Go	Shows the status of transactions. The coding screen can be accessed from this screen.
Coding Screen Go	Use this screen for more detailed coding. Allows users to select different expense types, enter an invoice number and change the project and account code.
Go	Clicking on "Go" takes you to the next screen.

Transaction Status

The icons that represent the different status of transactions are summarised in the table below:

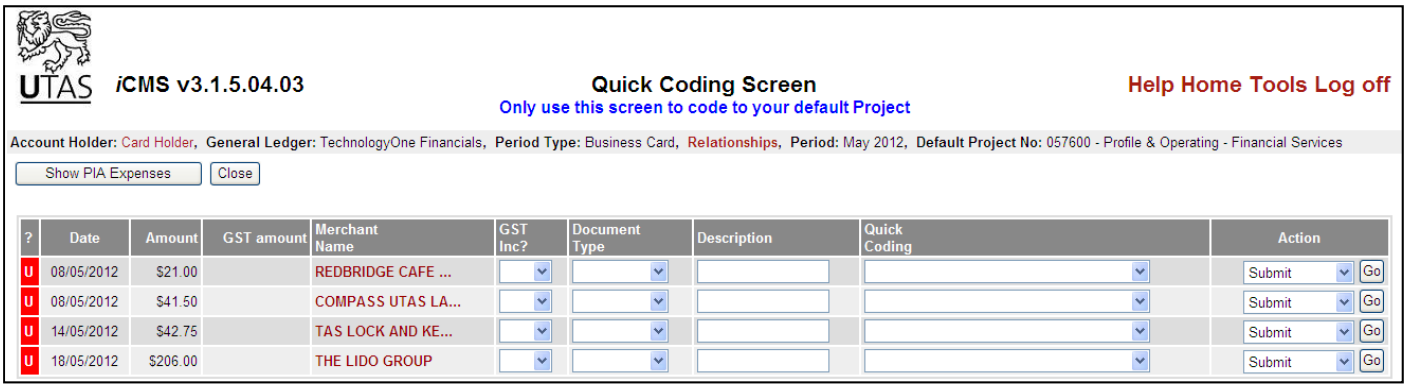
Status / Colour		Explanation
U	Red	Unsubmitted
Split	Grey	Split
S	Yellow	Submitted
A	Green	Authorised
I	White	Ignored
R	Black	Rejected
E	Blue	Sent to TechOne
C	Light Yellow	Coded

Comparison of functions for Quick Coding and Coding Screen

Function	Quick Coding	Coding Screen
Operating Costs type	Yes	Yes
All other expense types	No	Yes
Dispute a transaction	No	Yes
Input Taxed (Student Accommodation)	No	Yes
Customs expense type	No	Yes
Change Funds, Budget Centre or Project Level	No	Yes
Enter an invoice number	No	Yes
Use Favourites (Description, Project)	No	Yes
Split Transactions	Yes	Yes
Use FBT Wizard	Yes	Yes
Reset Coding	Yes	Yes
Review Audit History	No	Yes

Quick Coding

The Quick Coding screen is to be only used for transactions that are to be coded as an Operating Cost type and to be posted to your **default project**.


iCMS v3.1.5.04.03
Quick Coding Screen
Only use this screen to code to your default Project
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Show PIA Expenses
Close
? Date Amount GST amount Merchant Name GST Inc? Document Type Description Quick Coding Action
U 08/05/2012 $21.00 REDBRIDGE CAFE ... Submit Go
U 08/05/2012 $41.50 COMPASS UTAS LA... Submit Go
U 14/05/2012 $42.75 TAS LOCK AND KE... Submit Go
U 18/05/2012 $206.00 THE LIDO GROUP Submit Go

Steps for completing the Quick Coding Screen:

1. Select “Yes” or “No” for “GST Inc?” from the drop down list.
2. Select the Document Type from the drop down list.
3. Enter a description for the goods or services purchased.
4. Use the drop down list to select a natural account code. The available natural accounts are shown in the table below.

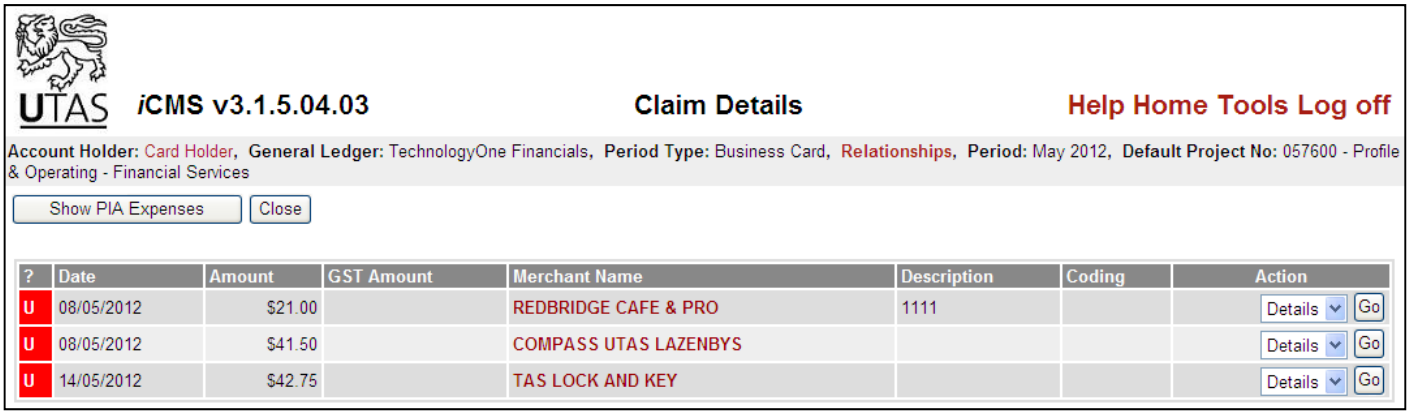
Account Code	Account Code Description
36003	Stationery (i.e. pens, staplers, folders, etc.)
36006	Staff Amenities
36118	Laboratory Materials and Supplies
36200	External Printing
36215	Photocopy Paper
36420	Other Internet Service Providers
36400	Communications Call Charges
36115	Gas (Scientific) including Cylinder Rental
36103	Chemicals
36700	Books
36703	Online Subscriptions
36706	Serials Subscriptions
36709	Newspapers and Magazines
36300	IT Software
36606	Tools and Hardware (less than $10,000)

5. Under “Action”, select “Submit” and then click on the Go button.

Note:
The FBT Wizard will prompt (depending on the merchant category) when the transaction is submitted.

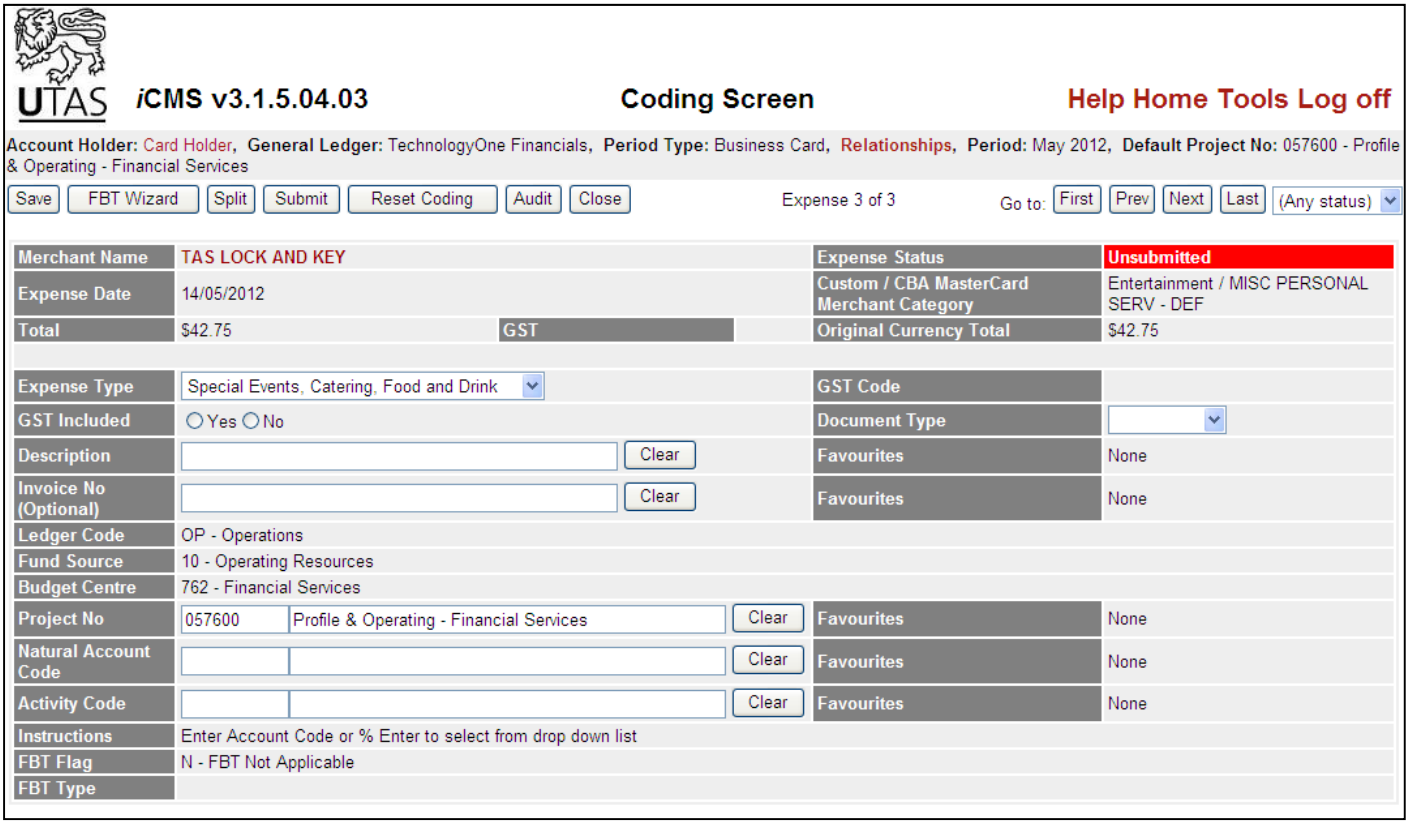
Claim Details

Selecting [View] then clicking on the [Go] button on the "Claim List" screen takes you to the "Claim Details" screen. On this screen you are able to view the status of transactions and may also access the coding screen from here as well.


iCMS v3.1.5.04.03
Claim Details
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Show PIA Expenses
Close
? Date Amount GST Amount Merchant Name Description Coding Action
U 08/05/2012 $21.00 REDBRIDGE CAFE & PRO 1111 Details Go
U 08/05/2012 $41.50 COMPASS UTAS LAZENBYS Details Go
U 14/05/2012 $42.75 TAS LOCK AND KEY Details Go

Coding Screen

The coding screen can be accessed from either the Claim List screen or the Claim Details screen.



Function	Purpose
Save	Saves any coding entered.
FBT Wizard	Enables the FBT Wizard to help you code a selected transaction. The Wizard will determine the FBT status of the transaction.
Split	Opens the Split Expense screen. You use this functionality to split the amount of the transaction. Use this to split for transactions that have both GST Inclusive and GST Free components. You can also split a transaction so that split amounts are allocated to multiple project and account codes.
Submit	Submits the transaction to your Authoriser for approval. The FBT Wizard may be activated once Submit is select based on the Merchant Category.
Reset Coding	Removes any coding previously saved (Restores the default settings of the transaction back to the time of import).
Audit	Shows the transaction history and wizard (GST & FBT) information.
Close	Returns to the previous screen
First	Displays the first transaction on the claim.
Prev	Displays the previous transaction.
Next	Displays the next transaction.
Last	Displays the last transaction on the claim.
(Any status)	The option to restrict the “First”, “Prev”, “Next” or “Last” transaction to the status of Unsubmitted, Submitted, Authorised or Exported.
Clear	Clears the data in the field/s on the particular line.

Coding Screen (continued)

Transactions imported into the BCMS normally contain defaults pre-coded by the system depending on the merchant category.

Steps for completing the Coding Screen:

1. Select the expense type from the table below and press enter

Expense Type	Explanation
Employment Related Costs	Use this expense type for Recruitment and Other Employment Related Costs
Travel	Use this expense type for Domestic and International airfares, accommodation, meals, fuel(International), other fares for Employee, Student and Client.
Special Events, Catering, Food and Drink	Use this expense type for Graduation Ceremonies (incl. Overseas Ceremonies), Formal Dinners, Receptions, Exhibitions, Concerts, Employee, Student, Client Entertainment and Catering.
Staff Training and Conference/Course Costs	Use this expense type for Staff Conference/Course Registration and costs for Catering, Dinners, Speaker Fees and Venue/Equipment hire.
Student Related Costs	Use this expense type for Student Conference and Course/Tuition Fees
Scholarships and Prizes	Only used for Undergraduate and Postgraduate Scholarships or Awards
Operating Costs	Is used for general purchases of goods and services.
Consultancy & Advisory Costs	This expense type is used for Consultancy, Outsourcing and Advisory Fees.
Sundry Payments	Use this expense type for Bank fees and Charges, Gifts and Donations, Parking, Copyright charges and Other Sundry payments.
Infrastructure	Use this expense type for Repairs and Maintenance, Operational Building/Property Rental Costs and Building Construction/Professional Costs.
Input Taxed	Normally only used by staff within Student Accommodation
Disputed	Use this expense type when disputing transactions as stated in the Business Card Policy. http://www.utas.edu.au/docs/fin_services/expenditure/policies/index.html.
Non BAS Expense	Financial Services use only
Customs	Use this expense type for GST amounts on the importation of goods

2. Complete the GST Included section by clicking on the ○ button on the left of either “Yes” for GST Inclusive or “No” for GST Free.
3. Select the document type either “Tax Invoice”, “Receipt” or “None” from the drop down list (Refer to the GST Fact Sheet http://www.utas.edu.au/docs/fin_services/expenditure/policies/bcms_GST_Fact_Sheet.html for information on Tax Invoices).
4. Enter a description for the goods or services purchased; this field should contain sufficient details to allow for online authorisation. Budget Centres may wish to develop their own internal policy on what information should be included in this field.
5. The “Invoice No.” field is optional; enter the number shown on the invoice provided by the supplier. This field may help track multiple invoices from the one supplier.
6. BCMS will use your default project for pre-coding of transactions. If you wish to change the default project, click on Clear button for the Project No field, enter the desired project number then press “Enter” on your keyboard.

Coding Screen (continued)

7. To select the most appropriate Account Code for the transaction enter a percentage sign (%) and press "Enter" on your keyboard. You will then be able to select the appropriate account code from the search results on the right by clicking on the required line and then click on < button to transfer to the Account Code field.
8. The final step is to click on the Submit button (located towards the top of the Coding Screen).

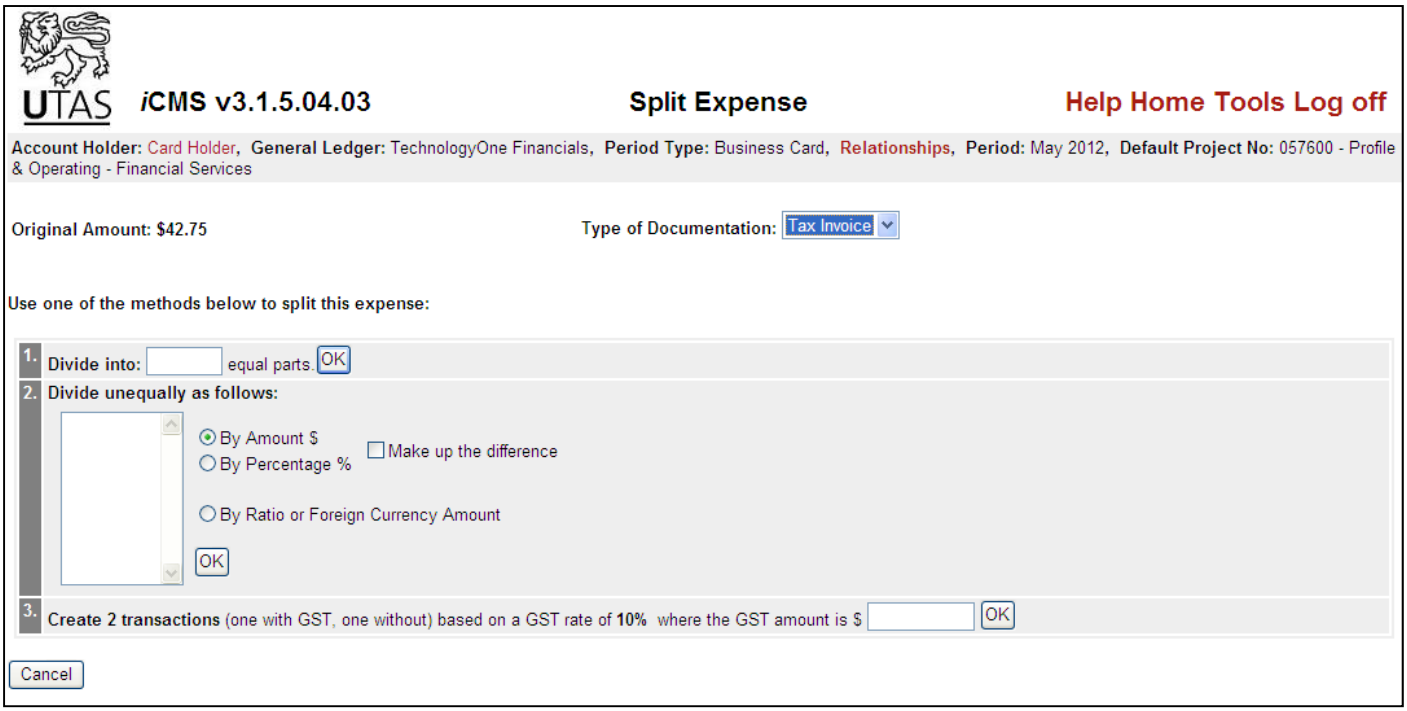
Splitting Transactions

When would you need to split a transaction line?

- If you bought something that requires coding to two or more separate projects; or,
- If you have a tax invoice for mixed supplies, where a portion is GST-free and a portion is GST inclusive.

Coding for two or more separate projects

1. Select the transaction to be split then proceed to the "Coding Screen", complete the GST Included, Document Type, enter a Description, click on Clear for the Project lines.
2. Save the transaction by clicking on the Save button.
3. Click on the Split button to enter the "Split Expense" screen, the following screen will appear.

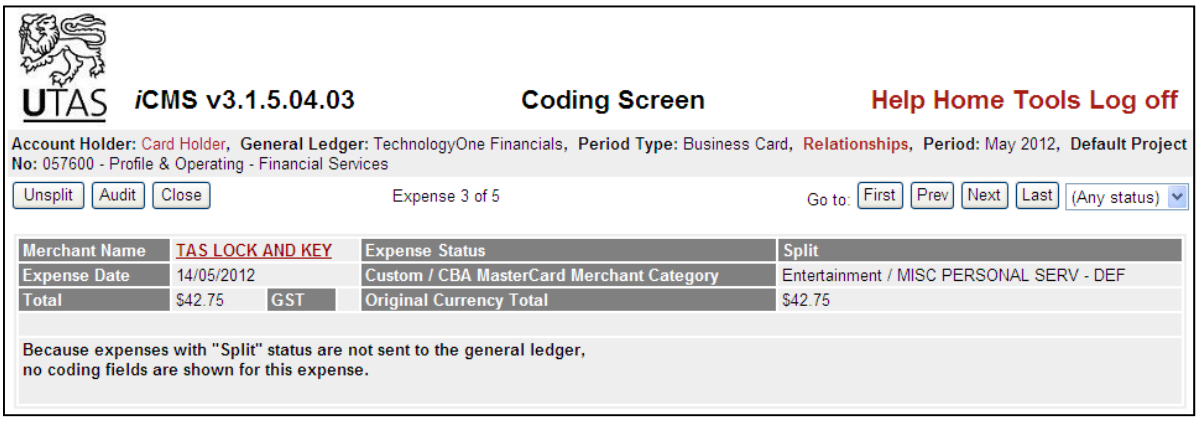

UTAS
iCMS v3.1.5.04.03
Split Expense
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Original Amount: $42.75
Type of Documentation: Tax Invoice
Use one of the methods below to split this expense:
1. Divide into: equal parts OK
2. Divide unequally as follows:
By Amount $
By Percentage %
Make up the difference
By Ratio or Foreign Currency Amount
OK
3. Create 2 transactions (one with GST, one without) based on a GST rate of 10% where the GST amount is $ OK
Cancel

4. Use either method 1. or 2. to split the transaction into equal or unequal parts. When using option 2 type in the white space provided on the left hand side. Each split amount should be entered on a new line and then select either "By Amount $", "By Percentage %" or "By Ratio or Foreign Currency Amount".

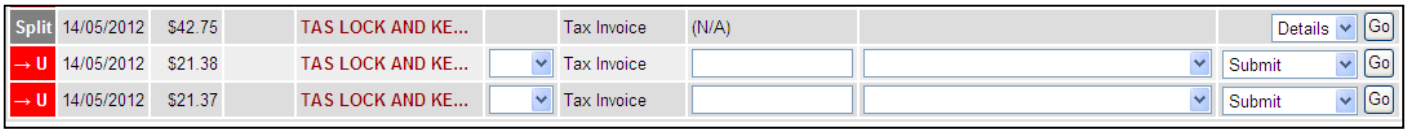
   Note: Use the Return/Enter key to separate the amounts. Do not use the Tab key

5. Click on the OK button when finished. Your transaction line will now show up as two or more split transactions and its original transaction shown on the line above. You are unable to code the original transaction once it has been split. You must code each of the split transactions separately.

Splitting Transactions (Continued)


iCMS v3.1.5.04.03
Coding Screen
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Unsplit
Audit
Close
Expense 3 of 5
Go to: First Prev Next Last (Any status)
Merchant Name
TAS LOCK AND KEY
Expense Status
Split
Expense Date
14/05/2012
Custom / CBA MasterCard Merchant Category
Entertainment / MISC PERSONAL SERV - DEF
Total
$42.75
GST
Original Currency Total
$42.75
Because expenses with "Split" status are not sent to the general ledger,
no coding fields are shown for this expense.

6. Click on the Close button, then code each of the split transactions (as shown below) by entering the relevant project number on each line and then submit each transaction.

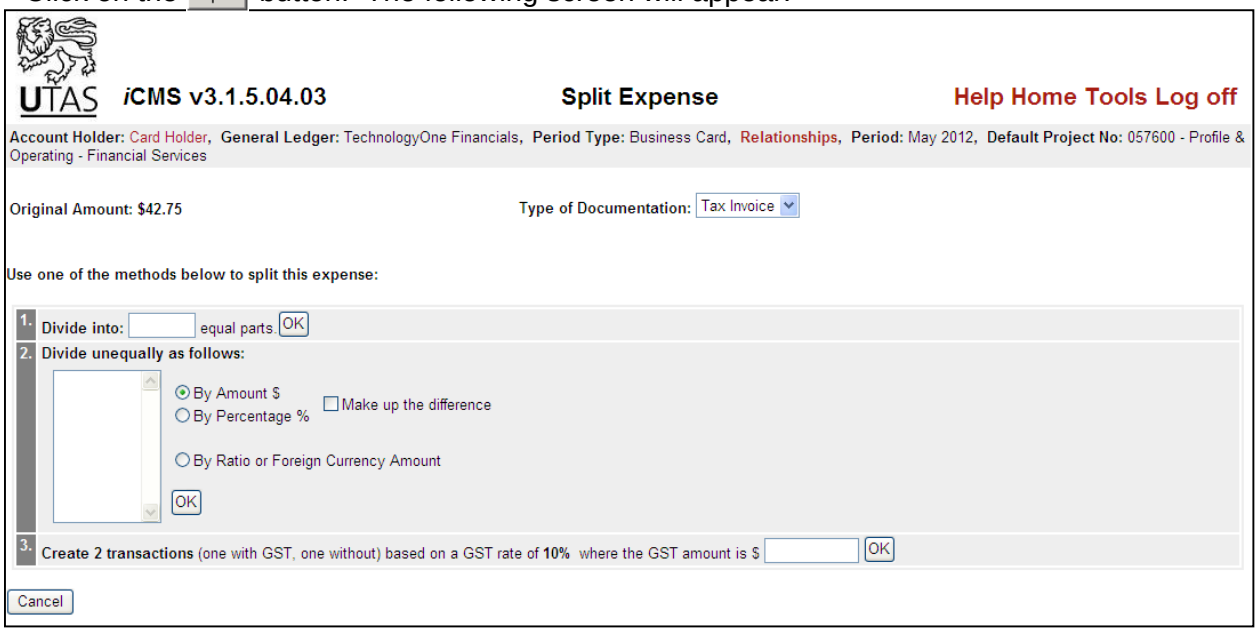

Split 14/05/2012 $42.75 TAS LOCK AND KE... Tax Invoice (N/A) Details Go
→ U 14/05/2012 $21.38 TAS LOCK AND KE... Tax Invoice Submit Go
→ U 14/05/2012 $21.37 TAS LOCK AND KE... Tax Invoice Submit Go

Important Note: If you have incorrectly split a transaction select the original (Split) transaction line, enter the "Coding Screen" then click on the Unsplit button.

Coding a Mixed Supply Invoice

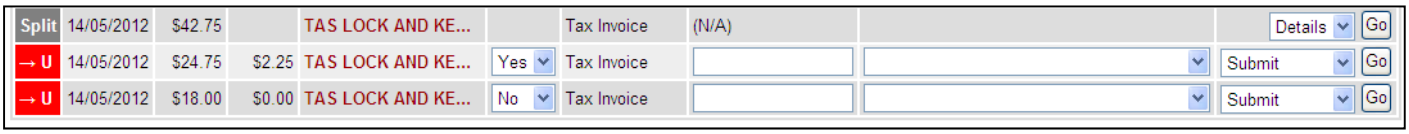
If you have received a tax invoice that has a mixture of GST exempt and inclusive components, then you can split the transaction using method number 3. in the "Split Expense" screen.

1. Once you have entered the Coding Screen, complete the GST Included, Document Type, enter a Description then save the transaction by clicking on the Save button.
2. Click on the Split button. The following screen will appear.


iCMS v3.1.5.04.03
Split Expense
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Original Amount: $42.75
Type of Documentation: Tax Invoice
Use one of the methods below to split this expense:
1. Divide into: equal parts. OK
2. Divide unequally as follows:
By Amount $
By Percentage %
Make up the difference
By Ratio or Foreign Currency Amount
OK
3. Create 2 transactions (one with GST, one without) based on a GST rate of 10% where the GST amount is $ OK
Cancel

3. In the "Split Expense" screen click use method 3. - **Create 2 transactions** (one with GST, one without) based on a GST rate of 10% where the GST amount is $.
4. Type in the GST amount that appears on the tax invoice and click on the OK button.
5. Once completed click on the Close button, which will take you back to the "Claim Details" screen.

Splitting Transactions (Continued)

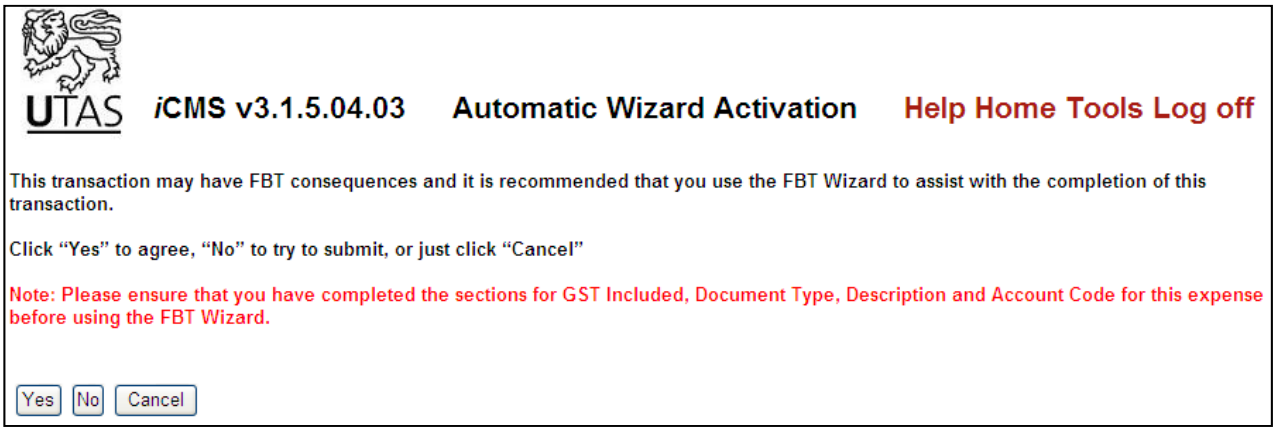

Split 14/05/2012 $42.75 TAS LOCK AND KE... Tax Invoice (N/A) Details Go
→ U 14/05/2012 $24.75 $2.25 TAS LOCK AND KE... Yes Tax Invoice Submit Go
→ U 14/05/2012 $18.00 $0.00 TAS LOCK AND KE... No Tax Invoice Submit Go

6. Click on the Go button next to "Details" then submit both split transactions.

Important Note: If you have incorrectly split a transaction select the original (Split) transaction line, enter the "Coding Screen" then click on the Unsplit button.

FBT Wizard

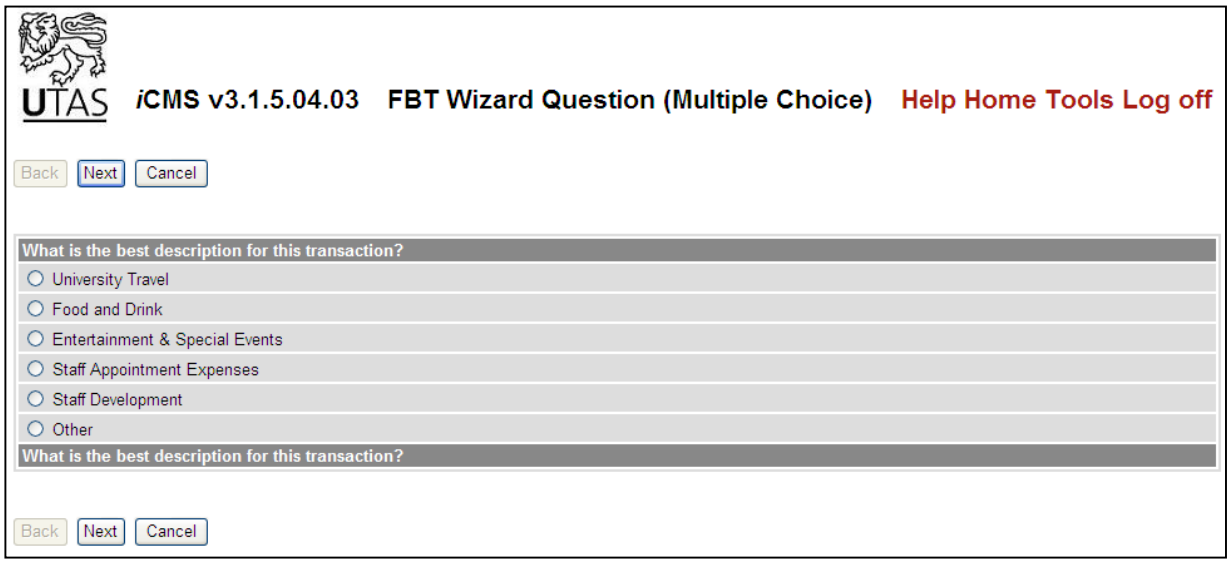
BCMS has been set up to highlight purchases from some categories of suppliers that may attract FBT, for example Restaurants, Food Suppliers (non-restaurants), Airlines, Entertainment Establishments, Hotels/Motels, Liquor Outlets, and Transport suppliers. If one of these categories is detected, BCMS will prompt you to use the FBT Wizard as follows:


UTAS iCMS v3.1.5.04.03 Automatic Wizard Activation Help Home Tools Log off
This transaction may have FBT consequences and it is recommended that you use the FBT Wizard to assist with the completion of this transaction.
Click "Yes" to agree, "No" to try to submit, or just click "Cancel"
Note: Please ensure that you have completed the sections for GST Included, Document Type, Description and Account Code for this expense before using the FBT Wizard.
Yes No Cancel

To use the FBT Wizard click on the Yes button.

Important Note: It is recommended that you always use the FBT wizard to ensure accurate and reliable information is being recorded. FBT will only be charged on transactions that fall within current FBT legislation.

The following screen will appear. The FBT Wizard will be asking you to identify what type of transaction you are coding.


UTAS iCMS v3.1.5.04.03 FBT Wizard Question (Multiple Choice) Help Home Tools Log off
Back Next Cancel
What is the best description for this transaction?
University Travel
Food and Drink
Entertainment & Special Events
Staff Appointment Expenses
Staff Development
Other
What is the best description for this transaction?
Back Next Cancel

FBT Wizard (Continued)

Select the appropriate answer and click on the Next button to proceed.

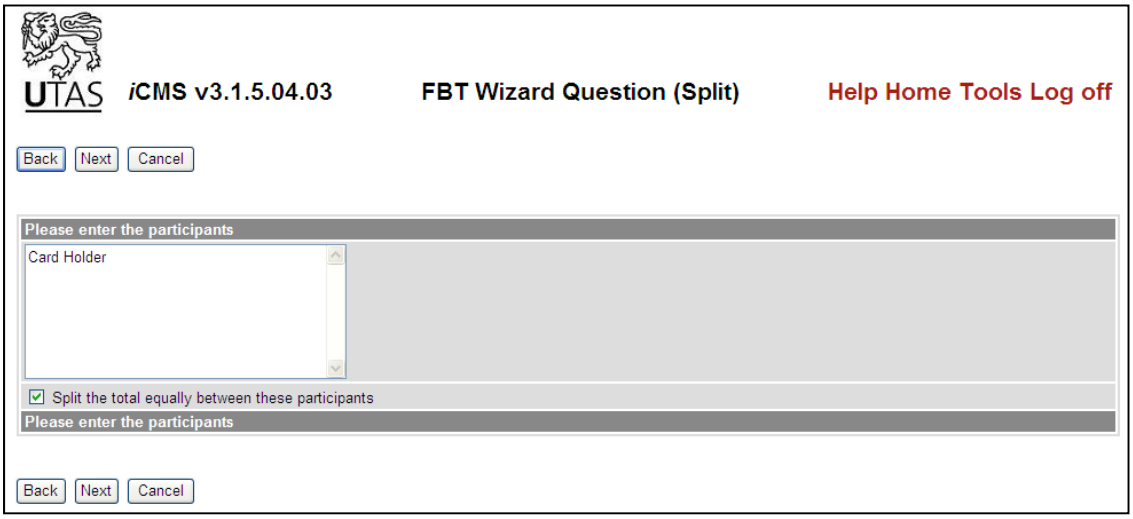
The following range of questions will differ, depending on the type of transaction that has been chosen in the previous question.

Answer the questions accordingly, after each answer click on the Next button to proceed.

If you wish to go back at any time click on the Back button.

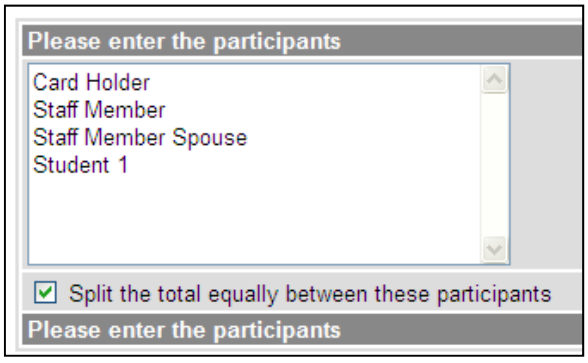
If you wish to cancel at any time click on the Cancel button.

Regardless of the responses you have entered in the wizard, you will be asked to complete "Please enter the participants".



Steps to complete on the Participant Split screen

1. Enter each participant on a new line.



2. Complete the section ☑ Split the total equally between these participants
   - **Split the total equally between these participants.** To use this option the check box should remain ticked ☑. Each participant will be given an equal portion of the total transaction (this is the default setting).

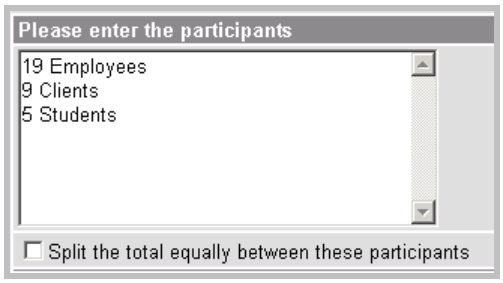
     Note: The check box should be left ticked when there is only one participant (as shown in the example above).

   - **Split the total by "By Amount", "By Percentage" or "By Ratio or Foreign Amount".** To use this option the tick should be removed ☐. Each participant will be given a nominated portion of the total transaction amount, based on the selected method of splitting and the value entered for each participant (or grouping).

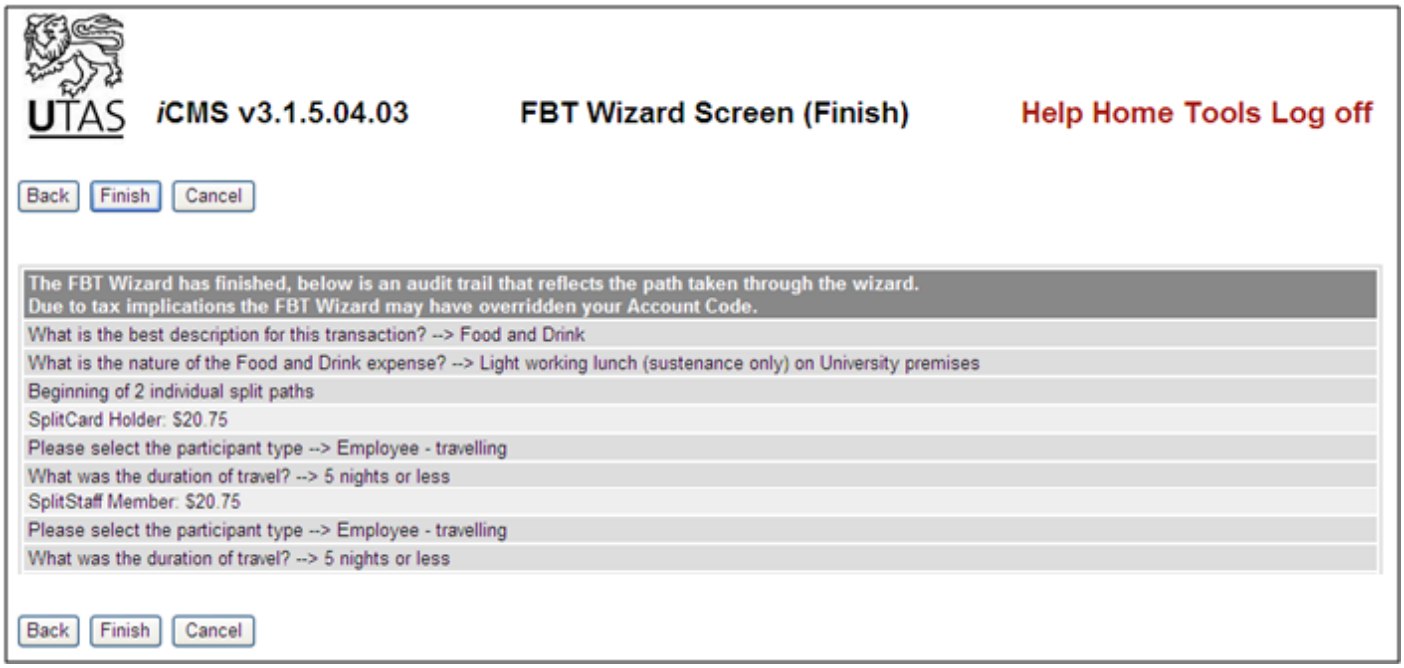
Split Method	○ By Amount (must total to original amount) ○ By Percentage (must total to 100%) ◉ By Ratio or Foreign Amount (without currency symbols)
19 Employees	19
9 Clients	9
5 Students	5
Select a split method and enter the amounts, percentages, or ratios as appropriate.	

FBT Wizard (Continued)

Important Note: If you have a function that several people attended (example: 33 guests at a seminar you were conducting) it is not necessary to type in all the participants' names. Just type the number of participants that fall into each of the following categories: employees, clients, students, spouses and other. Manually split the total to assign an amount for each group (as shown in the example below).



Once you have completed the remaining questions through the FBT Wizard, you will receive a summary of results similar to the one below.


UTAS
iCMS v3.1.5.04.03
FBT Wizard Screen (Finish)
Help Home Tools Log off
Back
Finish
Cancel
The FBT Wizard has finished, below is an audit trail that reflects the path taken through the wizard.
Due to tax implications the FBT Wizard may have overridden your Account Code.
What is the best description for this transaction? --> Food and Drink
What is the nature of the Food and Drink expense? --> Light working lunch (sustenance only) on University premises
Beginning of 2 individual split paths
SplitCard Holder: $20.75
Please select the participant type --> Employee - travelling
What was the duration of travel? --> 5 nights or less
SplitStaff Member: $20.75
Please select the participant type --> Employee - travelling
What was the duration of travel? --> 5 nights or less
Back
Finish
Cancel

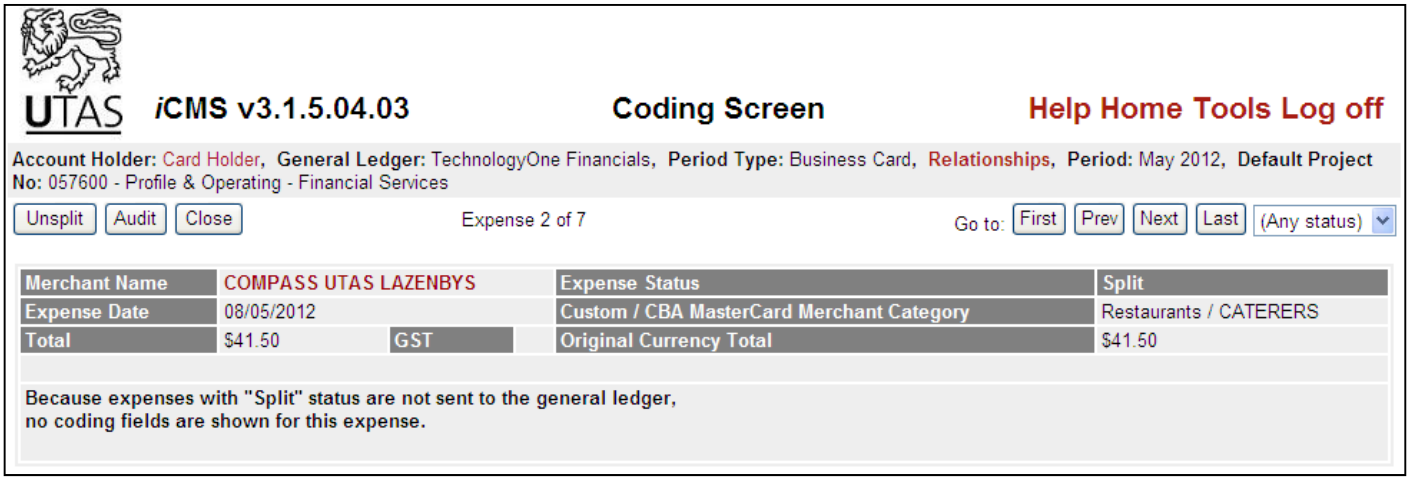
Click on the Finish button to confirm and submit the details.

Note: The original transaction/s will be charged to the account nominated by you, however, any resulting FBT will be allocated by the BCMS to the FBT Expense account '39510'.

FBT Wizard (Continued)

Once you have submitted an FBT transaction you have the ability to change the coding for any reason. To change the coding click on the Unsplit button in the Coding Screen as shown below, and then on the

Reset Coding button. If the FBT Wizard provides you with an FBT outcome, which you believe is incorrect, please email credit.cards@utas.edu.au with the details for review.

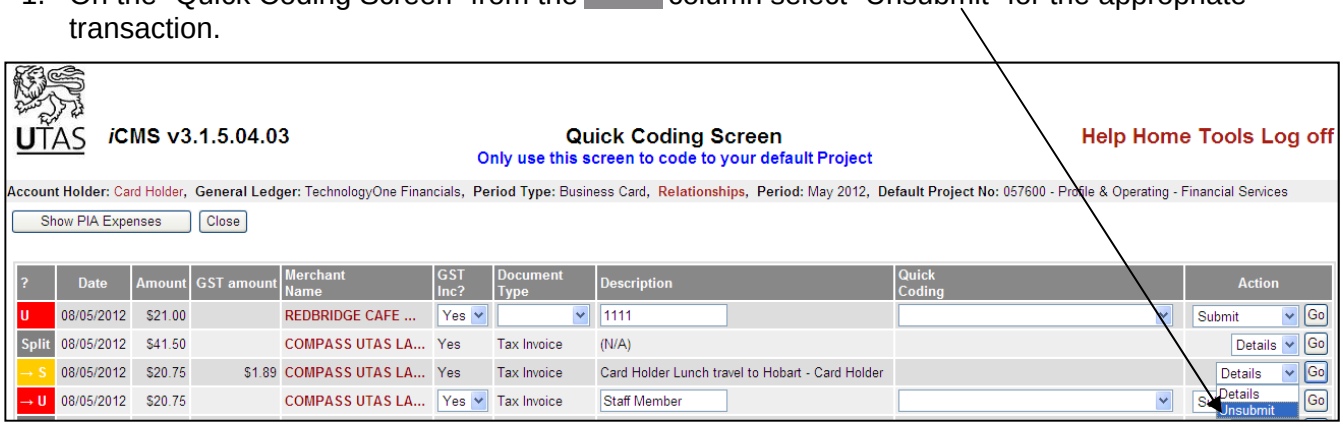

iCMS v3.1.5.04.03
Coding Screen
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Unsplit
Audit
Close
Expense 2 of 7
Go to: First Prev Next Last (Any status)
Merchant Name
COMPASS UTAS LAZENBYS
Expense Status
Split
Expense Date
08/05/2012
Custom / CBA MasterCard Merchant Category
Restaurants / CATERERS
Total
$41.50
GST
Original Currency Total
$41.50
Because expenses with "Split" status are not sent to the general ledger,
no coding fields are shown for this expense.

Reset Coding on a Submitted Transaction

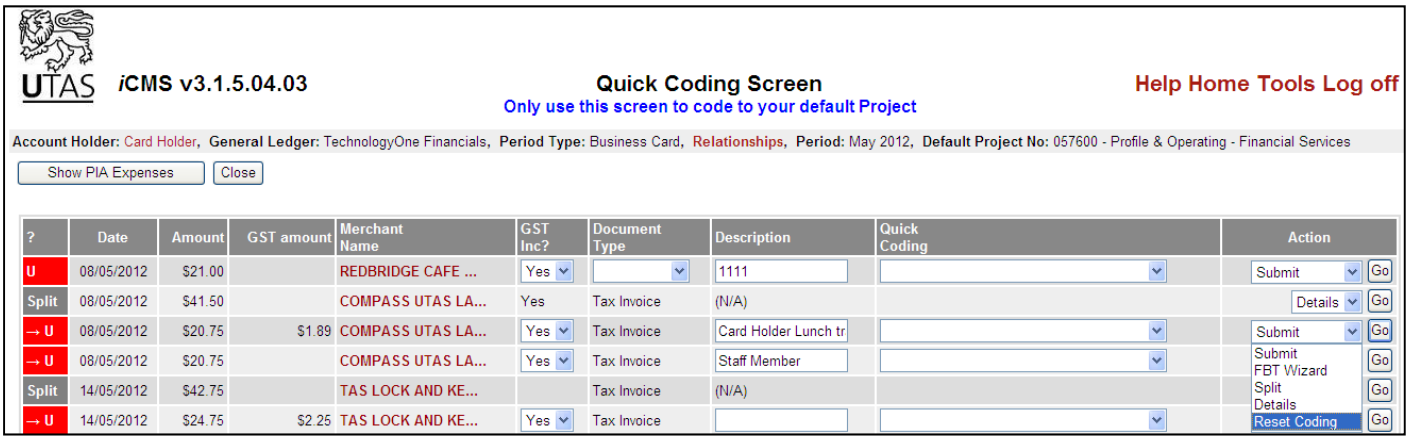
A submitted transaction can be recoded if you make an error or your Authoriser has requested you to make a change to your coding.

Quick Coding - Steps to reset coding on a Submitted Transaction:

1. On the "Quick Coding Screen" from the **Action** column select "Unsubmit" for the appropriate transaction.


iCMS v3.1.5.04.03
Quick Coding Screen
Only use this screen to code to your default Project
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Show PIA Expenses
Close
? Date Amount GST amount Merchant Name GST Inc? Document Type Description Quick Coding Action
U 08/05/2012 $21.00 REDBRIDGE CAFE ... Yes 1111 Submit Go
Split 08/05/2012 $41.50 COMPASS UTAS LA... Yes Tax Invoice (N/A) Details Go
→ S 08/05/2012 $20.75 $1.89 COMPASS UTAS LA... Yes Tax Invoice Card Holder Lunch travel to Hobart - Card Holder Details Go
→ U 08/05/2012 $20.75 COMPASS UTAS LA... Yes Tax Invoice Staff Member Details Unsubmit Go

2. Click on the **Go** button, the transaction should now have an Unsubmitted (**U**) status.
3. Final step is to select "Reset Coding" from the "Action" column, then click on the **Go** button. The transaction is now ready to be re-coded and submitted for authorisation.

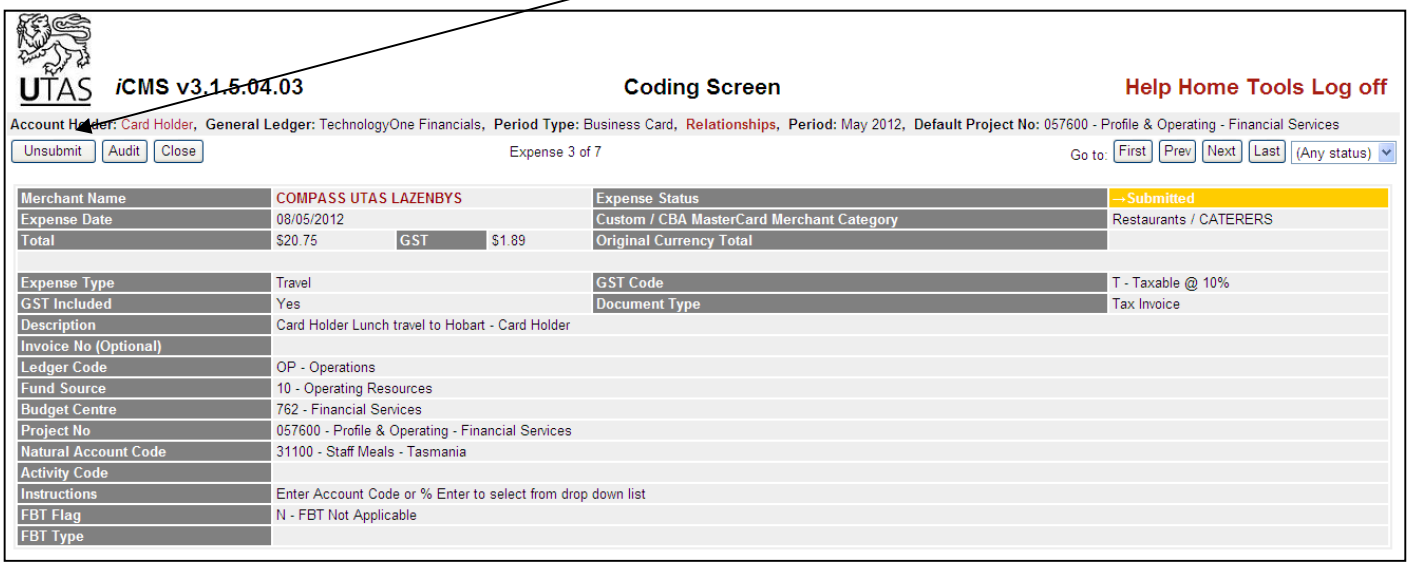

iCMS v3.1.5.04.03
Quick Coding Screen
Only use this screen to code to your default Project
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Show PIA Expenses
Close
? Date Amount GST amount Merchant Name GST Inc? Document Type Description Quick Coding Action
U 08/05/2012 $21.00 REDBRIDGE CAFE ... Yes 1111 Submit Go
Split 08/05/2012 $41.50 COMPASS UTAS LA... Yes Tax Invoice (N/A) Details Go
→ U 08/05/2012 $20.75 $1.89 COMPASS UTAS LA... Yes Tax Invoice Card Holder Lunch tr Submit Go
→ U 08/05/2012 $20.75 COMPASS UTAS LA... Yes Tax Invoice Staff Member Submit FBT Wizard Split Details Reset Coding Go
Split 14/05/2012 $42.75 TAS LOCK AND KE... Tax Invoice (N/A) Go
→ U 14/05/2012 $24.75 $2.25 TAS LOCK AND KE... Yes Tax Invoice Go

Important Note: For split transactions select "Unsplit" from the drop-down list on the original (**Split**) transaction line then click on the **Go** button, then follow step 3. above.

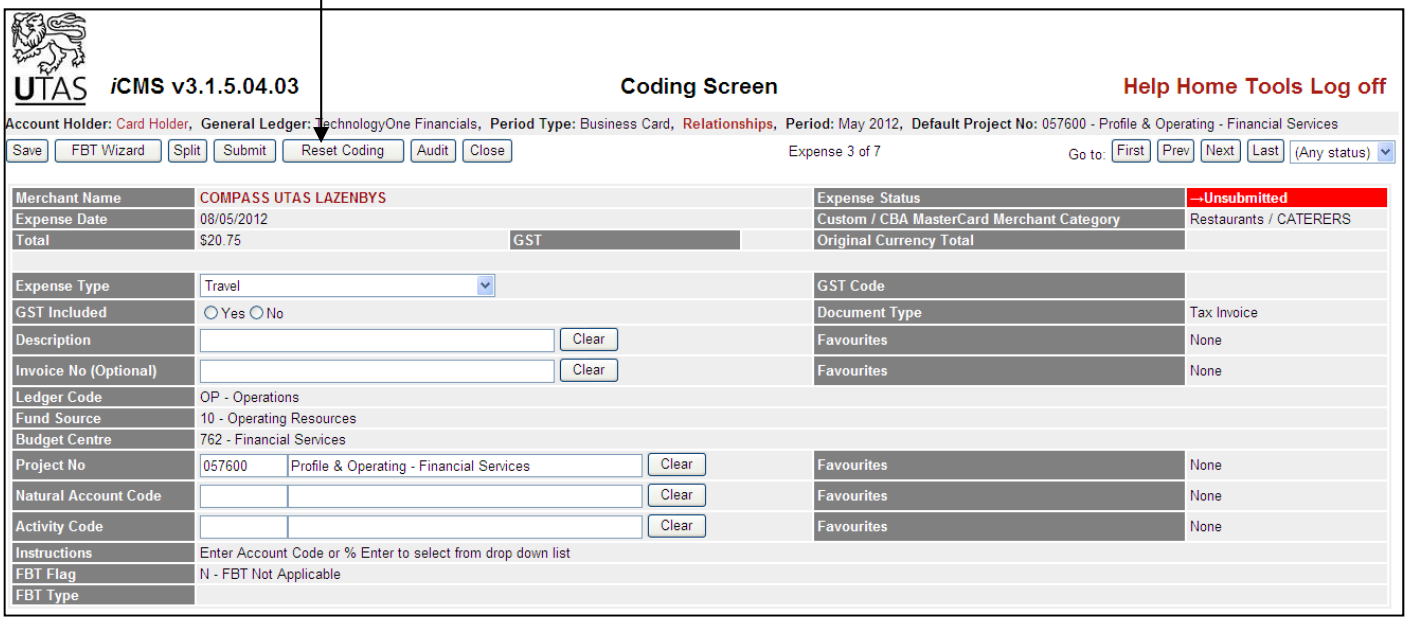
Reset Coding on a Submitted Transaction (Continued)

Coding Screen - Steps to reset coding on a Submitted Transaction:

1. On the "Coding Screen" click on the Unsubmit button for the appropriate transaction.


iCMS v3.1.5.04.03
Coding Screen
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Unsubmit Audit Close
Expense 3 of 7
Go to: First Prev Next Last (Any status)
Merchant Name COMPASS UTAS LAZENBYS
Expense Status →Submitted
Expense Date 08/05/2012
Custom / CBA MasterCard Merchant Category Restaurants / CATERERS
Total $20.75 GST $1.89
Original Currency Total
Expense Type Travel
GST Code T - Taxable @ 10%
GST Included Yes
Document Type Tax Invoice
Description Card Holder Lunch travel to Hobart - Card Holder
Invoice No (Optional)
Ledger Code OP - Operations
Fund Source 10 - Operating Resources
Budget Centre 762 - Financial Services
Project No 057600 - Profile & Operating - Financial Services
Natural Account Code 31100 - Staff Meals - Tasmania
Activity Code
Instructions Enter Account Code or % Enter to select from drop down list
FBT Flag N - FBT Not Applicable
FBT Type

2. Click on the Reset Coding button, the transaction is now ready to be re-coded and submitted for authorisation.


iCMS v3.1.5.04.03
Coding Screen
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Save FBT Wizard Split Submit Reset Coding Audit Close
Expense 3 of 7
Go to: First Prev Next Last (Any status)
Merchant Name COMPASS UTAS LAZENBYS
Expense Status →Unsubmitted
Expense Date 08/05/2012
Custom / CBA MasterCard Merchant Category Restaurants / CATERERS
Total $20.75 GST
Original Currency Total
Expense Type Travel
GST Code
GST Included Yes No
Document Type Tax Invoice
Description Clear
Favourites None
Invoice No (Optional) Clear
Favourites None
Ledger Code OP - Operations
Fund Source 10 - Operating Resources
Budget Centre 762 - Financial Services
Project No 057600 Profile & Operating - Financial Services Clear
Favourites None
Natural Account Code Clear
Favourites None
Activity Code Clear
Favourites None
Instructions Enter Account Code or % Enter to select from drop down list
FBT Flag N - FBT Not Applicable
FBT Type

Important Note: For split transactions select the original (Split) transaction line then click on the Unsplit button, then follow step 2. above.

Disputed Transactions

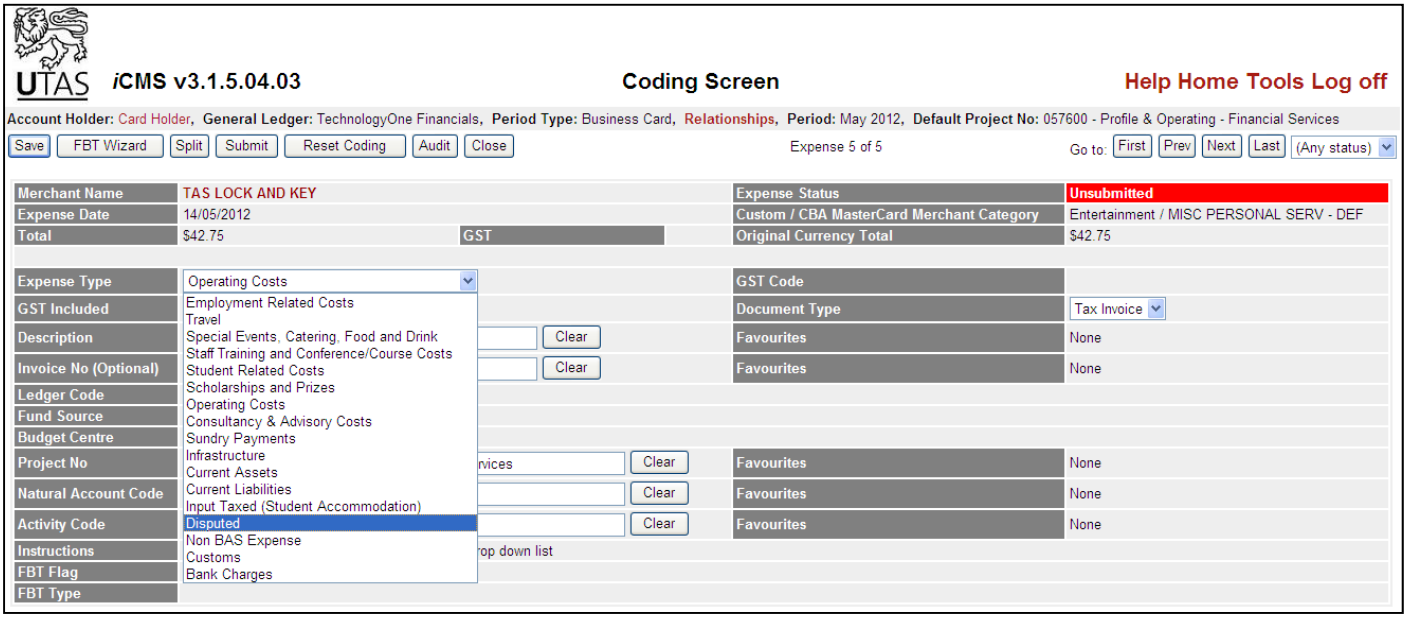
When would you need to dispute a transaction?

- You did not authorise the transaction.
- You had not completed a transaction for the same amount with another merchant (sometimes the name of the merchant on a credit card statement will not be the same as their trading name).
- The transaction has been duplicated.
- You completed the transaction but did not receive the goods/services ordered (Before disputing the cardholder must have contacted/attempted to contact the merchant without success).
- You cancelled the authority with the merchant but the card was still charged.
- A credit voucher/adjustment note has not been credited to the account.
- Another method of payment was used for the transaction.
- Other (eg amount/s incorrectly processed, waiting on credit from supplier)

Important Note: Cardholders only have 30 days from statement date to dispute transactions. Therefore it is very important to verify transactions on the Business Card Management System – BCMS regularly to avoid any disputed transactions being charged to the Budget Centre. Cardholders are required to complete a Disputed Transaction Form (please refer to step 4. on the next page) and forward it to Financial Services, Credit.Cards@utas.edu.au immediately.

Steps to complete on the Coding Screen

1. Change the “Expense Type” from the drop-down list to “Disputed”.



Disputed Transactions (Continued)

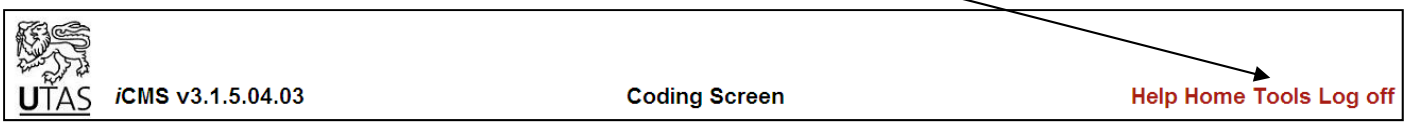
2. You do not need to enter the project number or natural account. You will need to enter a detailed description eg. “Goods not received contacted supplier 12/05/2012 – refusing to refund”

3. Submit the transaction by clicking on the Submit button.
4. A disputed transaction form must be completed, use the link “**Click here**” next to the “Instructions” section to download a copy.
5. The transaction will be automatically coded to a central suspense account and reviewed by Financial Services pending an outcome.

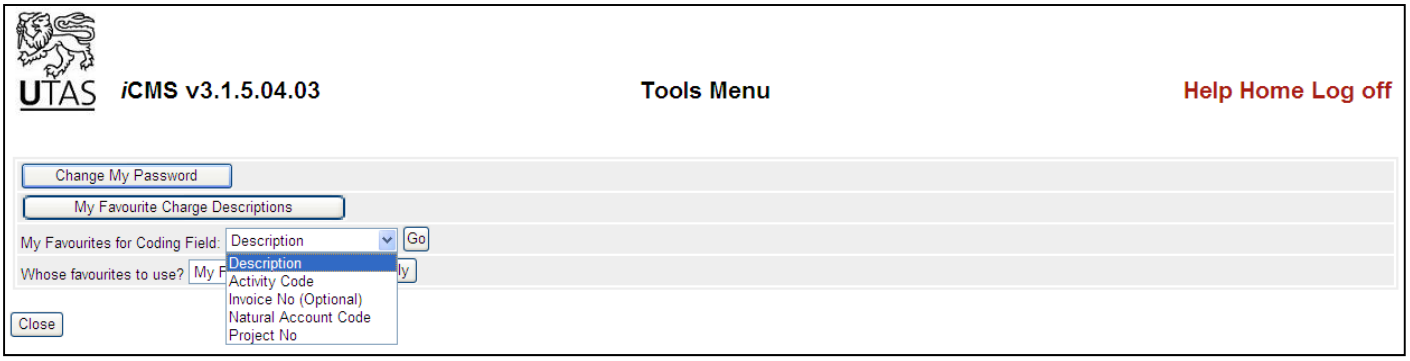
Special Features - Favourites

You can create a list of favourites in the “Coding Screen” to retrieve frequently used Descriptions, Projects or Account Codes.

1. To add or change a list of favourites click on the “Tools” link (in the top right hand side of your screen)



2. From the drop-down list for “My Favourites for Coding Field” select “Description”, “Activity Code”, “Invoice No (Optional)”, “Natural Account Code” or “Project No” then click on the Go button.



3. Once completed the details click on the Add button to save the details.

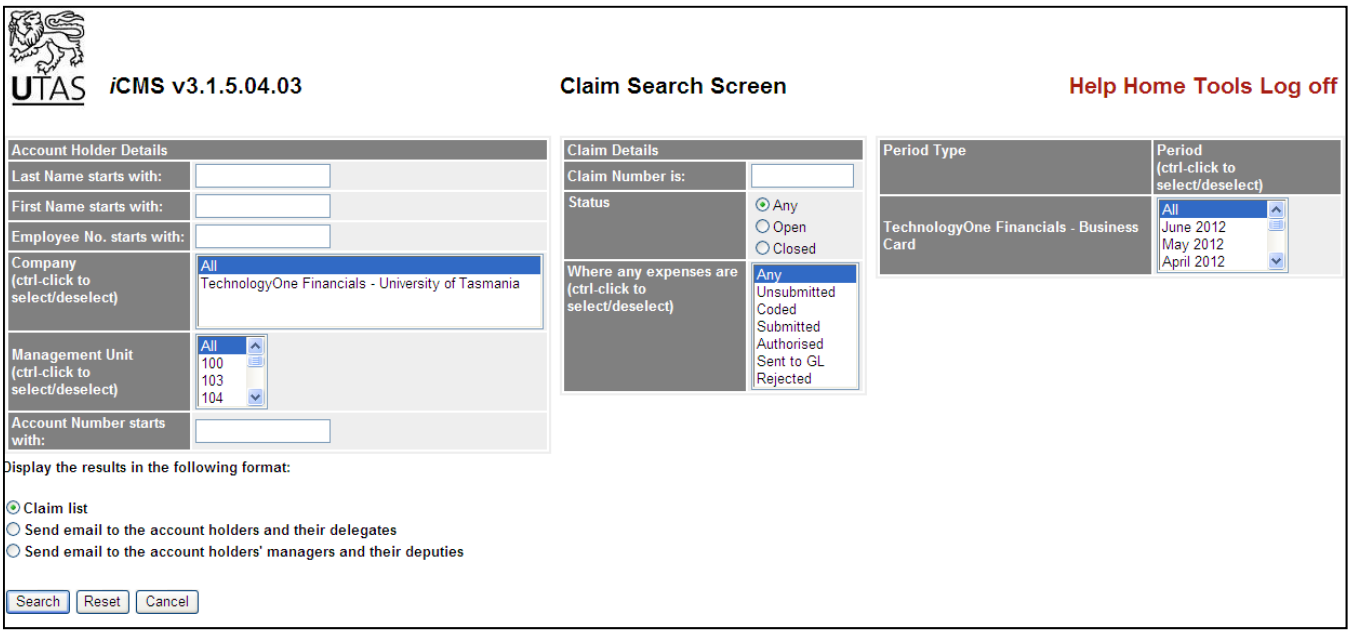
4. To use a favourite in the “Coding Screen” that has already been saved, click on the Clear button then select the desired favourite from the drop-down list and finally the < button to transfer your selection to the appropriate coding field.

Printing and Viewing Previous Claims

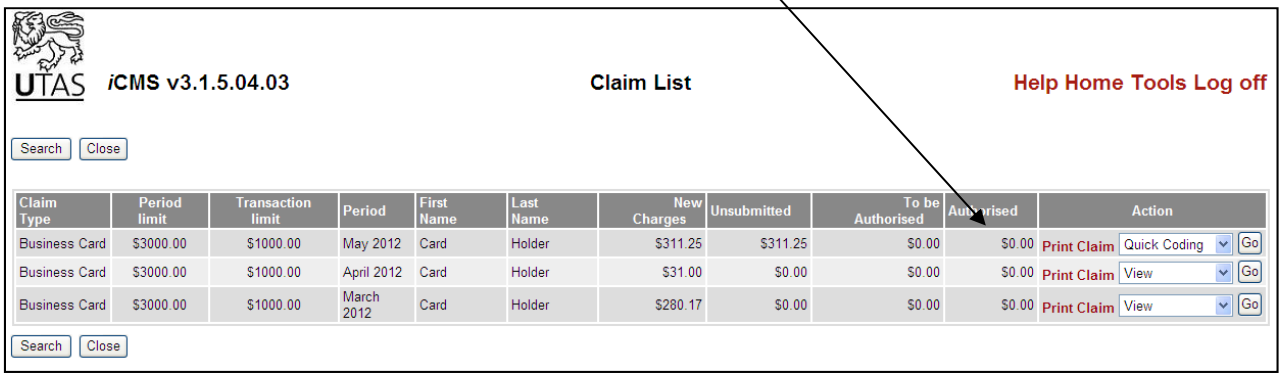
Once the last file of transaction data for the statement period has been imported into the BCMS you will be notified by email that your claim may be printed. Only print the claim form after all transactions for the month have been submitted S for approval, there should be no transactions with the unsubmitted U symbol.

Steps to print and View a Claim Form

1. Log on to the BCMS, the first screen to appear is the "Welcome to BCMS v3" click on I Agree to proceed to the "Claim List" screen.
2. On the "Claim List" screen click on the Search button, this will take you to the "Claim Search Screen".
3. Change Status to "Any" in the "Claim Details" section in the middle column of filters; also select the period type if applicable (example "October 2011") from the last column.



4. Click on the Search button on the bottom left of the search screen.
5. On the "Claim List" screen click on the words "**Print Claim**" this will open a new window showing your claim form.



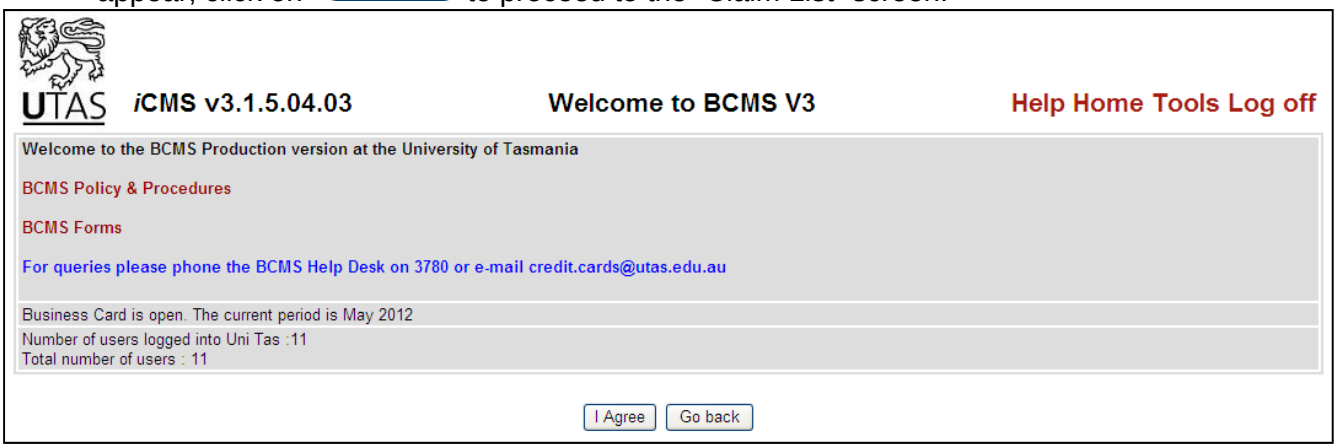
6. Select "File" and "Print" button to send to your local printer.
7. Sign and date the claim under the "Acknowledgement by Cardholder" section and attach all supporting documentation (including tax invoices, receipts and travel diaries).
8. Place the claim with name showing in the special window faced envelope addressed to Financial and Business Services, Locked Bag 1353 Launceston and forward in the internal mail. Please note only one claim per envelope is permitted.

Authorising Transactions

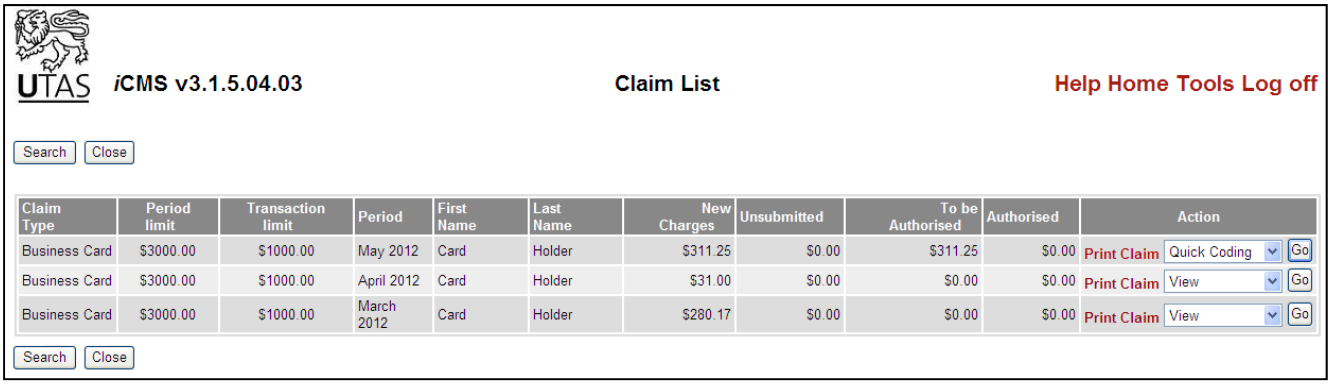
If you are an Authoriser you will receive an email when there are transactions submitted by cardholders or their delegates.

Steps to Authorise Transactions

1. Once you have logged on to the production version, the “Welcome to BCMS V3” screen should appear, click on I Agree to proceed to the “Claim List” screen.

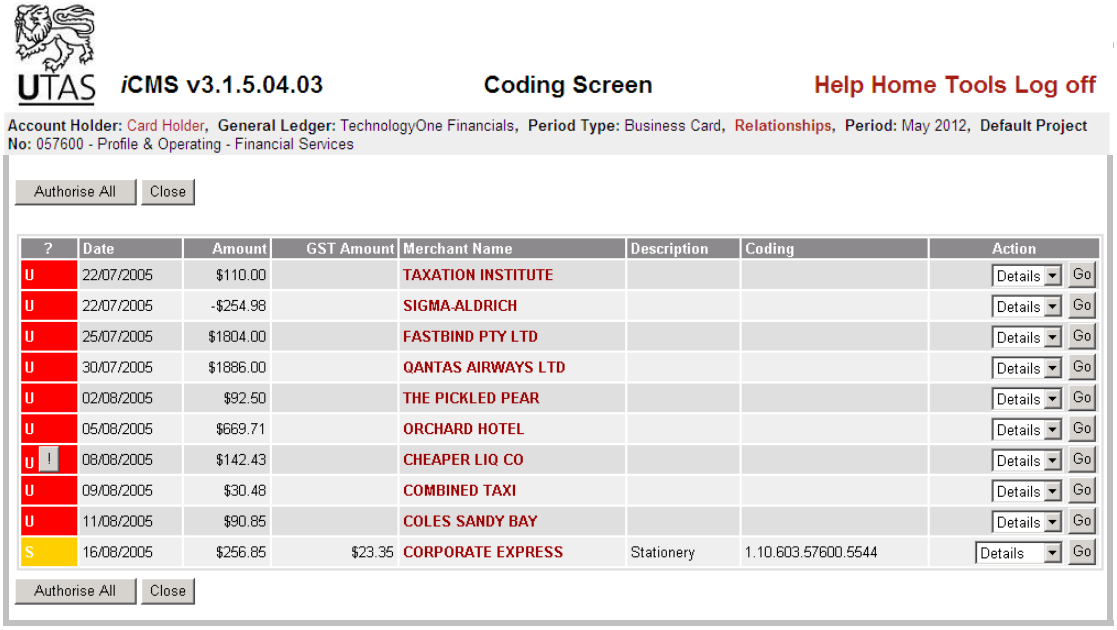

iCMS v3.1.5.04.03
Welcome to BCMS V3
Help Home Tools Log off
Welcome to the BCMS Production version at the University of Tasmania
BCMS Policy & Procedures
BCMS Forms
For queries please phone the BCMS Help Desk on 3780 or e-mail credit.cards@utas.edu.au
Business Card is open. The current period is May 2012
Number of users logged into Uni Tas :11
Total number of users : 11
I Agree
Go back

2. From the “Claim List” you are able to select claims that have an amount in the “To be Authorised” column by clicking on Go button on the right hand side of the screen (example Card Holder).


iCMS v3.1.5.04.03
Claim List
Help Home Tools Log off
Search
Close
Claim Type | Period limit | Transaction limit | Period | First Name | Last Name | New Charges | Unsubmitted | To be Authorised | Authorised | Action
Business Card | $3000.00 | $1000.00 | May 2012 | Card | Holder | $311.25 | $0.00 | $311.25 | $0.00 | Print Claim | Quick Coding | Go
Business Card | $3000.00 | $1000.00 | April 2012 | Card | Holder | $31.00 | $0.00 | $0.00 | $0.00 | Print Claim | View | Go
Business Card | $3000.00 | $1000.00 | March 2012 | Card | Holder | $280.17 | $0.00 | $0.00 | $0.00 | Print Claim | View | Go
Search
Close

3. The next screen to appear is the cardholder’s “Claim Details”; from here you can review individual transactions in the “Coding Screen” by clicking on Go next to the word Details on each transaction line.

Authorising Transactions (Continued)


UTAS
iCMS v3.1.5.04.03
Coding Screen
Help Home Tools Log off
Account Holder: Card Holder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: May 2012, Default Project No: 057600 - Profile & Operating - Financial Services
Authorise All
Close
? Date Amount GST Amount Merchant Name Description Coding Action
U 22/07/2005 $110.00 TAXATION INSTITUTE Details Go
U 22/07/2005 -$254.98 SIGMA-ALDRICH Details Go
U 25/07/2005 $1804.00 FASTBIND PTY LTD Details Go
U 30/07/2005 $1886.00 QANTAS AIRWAYS LTD Details Go
U 02/08/2005 $92.50 THE PICKLED PEAR Details Go
U 05/08/2005 $669.71 ORCHARD HOTEL Details Go
U ! 08/08/2005 $142.43 CHEAPER LIQ CO Details Go
U 09/08/2005 $30.48 COMBINED TAXI Details Go
U 11/08/2005 $90.85 COLES SANDY BAY Details Go
S 16/08/2005 $256.85 $23.35 CORPORATE EXPRESS Stationery 1.10.603.57600.5544 Details Go
Authorise All
Close

4. All the transactions submitted by a cardholder or their delegate may be approved by clicking on the Authorise All button (on the left hand side of the screen) on the “Claim Details” screen.

5. Individual submitted transactions may be authorised or rejected in the “Coding Screen”, click on Go next to the word Details on each transaction line to enter the coding screen.

6. Then click on either the Authorise or the Reject button.

7. Click on “Log Off” on the top right hand side of the screen to exit the BCMS.